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PCC Data Entry Operator Training
Course Outline

Day 1

About the Course:
      Objectives
      Introduction of Instructor and Students
      Gathering of Student Background Information
      Logistics – Course Hours, Breaks, Lunch, Directions

RPMS and PCC Overview
      RPMS Briefing and Video
      PCC Briefing and Video
      Role of the Data Entry Operator

ICD Coding System
      Diagnosis and Procedure Coding
      Maintaining a List of New Terms for the Coding Tables

RPMS Terminal Operations (Hands-on)
      Signing On
      Accessing Help Messages
      Special Keys
      Default Values
      Entry of Dates
      Partial Entry Lookup
      Text Editing

PCC Ambulatory Encounter Form
      Video of Ambulatory Encounter Form

Getting Started with Data Entry
       PCC File Structure
       General Instructions
       Overview of Data Entry Menu Options
       Data Entry Mnemonics
              Concept of Mnemonics
              Required PCC Data Items
              Most Frequently Used Data Mnemonics
              Utility Mnemonics
              Historical Mnemonics

Entry of PCC Ambulatory Encounter Forms (Hands-on)
       Demonstration
       Student Entry of Forms

Day 2

Entry of PCC Ambulatory Encounter Forms – continued (Hands-on)
       Student Entry of Forms
       Correcting Errors
       Appending Data

PCC Health Summary
       Purpose – Comprehensive Health Care
       Demonstration
              Types
              Relationship of Data to Health Summary Components
       Viewing Health summary in Data Entry (Hands-on)

Entry of Problems and Notes
       Demonstration and Description of Problem Lists and Notes
       Problem List Mnemonics
       Entry of Problems and Notes (Hands-on)

Entry of More Complex Ambulatory Encounter Forms (Hands-on)

Day 3

Forms Control
       Flow of Data Entry Operations
       Forms Control Tools
       Operations Statistics

Entry of Other Service Categories from the Encounter Form (Hands-on)
       Chart Review
       Telecommunications
       Not Found
       Observation
       Day surgery

Student Entry of Data from Other Forms (Hands-on)
       Public Health Nursing
       Group Preventive Services
       Inpatient Services and Inpatient Supplement
       Consultant Reports
       Emergency Room

Review / Questions and Answers

Closing / Completion of Evaluation Forms

PCC DATA ENTRY II: SUPERVISOR TRAINING COURSE OUTLINE

Day 4

About the Course:
> Objectives
> Introduction of Instructor and Students
> Gathering of Student Background Information
> Logistics - Course Hours, Breaks, Lunch Directions

Supervisor/Manager Responsibilities (Hands-on)
> Customizing the Data Entry Operations
>> Data Entry Site File
>> Setting Data Entry Mnemonics On/Off
> Quality Control of Data Entry Operators
>> Tracking Quality
>> Tracking Quantity
> Auditing Coding Assignment of Diagnoses/Procedures
> Resolving Un-coded Diagnoses/Procedures
> Reviewing IHS Edits on ICD Codes
>> Processing ACCEPT Commands
>> Resubmitting PCC Visit to the Data Center
> Completing Orphaned Labs
> Maintaining Local PCC Tables

Customizing a Health Summary
> Parameters and Conditions
> Components
> Hands-on-exercise

ICD Coding Responsibilities
> Coding and Reporting Guidelines
>> IHS and National
> Updating ICD Files
>> Frequently Used Diagnosis
>> Keyword
>> Synonym
> Hands-on Exercise

Day 5

Data Transmission (Hands-on)
       Reviewing Site File
       Generating Error Reports and Correcting
              Visit Review Reports
              Transmission Errors
              Merge/Delete Visits
       Exporting Data to the Data Center
       Export Maintenance
       Export Reports

PCC Management Reports (Hands-on)
       Report Standards
       Types of Reports
              Patient
              Provider
              Facility

Review/Questions and Answers

Closing/Completion of Evaluation Forms

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